

H. BRAGMAN LTD DIRECTORS  
PENSION SC  
DAWS HOUSE  
33-35 DAWS LANE  
LONDON  
NW7 4SD

655

**Debt Management and Banking**

Helen Bilbao  
HMRC  
DMB 422  
BX5 5AB



37500

Phone 0300 200 3817  
[www.gov.uk](http://www.gov.uk)

Date of issue 2 August 2016  
Reference 846 P H 00158600

Dear Sir/Madam

**Outstanding amount £3677.01**

You have not paid the full amount due as shown on the attached Statement of Liabilities.  
See the end of this letter for help with understanding the statement.

If you agree the amount is due, then you need to pay in full now.

For further help or to pay, go to [www.gov.uk/pay-payee-tax](http://www.gov.uk/pay-payee-tax)

When paying this debt electronically, please provide your 13-character reference shown above and add 4 numbers to the end to tell us which month and year you are paying. These extra numbers are made up of:

- 2 digits for the tax year, for example '15' for 2014 to 2015, '16' for 2015 to 2016
- 2 digits for the tax month, for example '01' for month 1 (6 April to 5 May).

If you do not agree the amount is due and have registered for the PAYE online service then you can look at your payments in more detail via this service. You can also see what your PAYE responsibilities are. For more information go to [www.gov.uk/running-payroll/paying-hmrc](http://www.gov.uk/running-payroll/paying-hmrc)

If you have not done any of the following please now:

- send in the year-to-date figures for all your employees
- make a claim for amounts such as statutory payments
- make any necessary changes to information you have already given us
- tell us if you haven't paid anyone for a tax period.

(continued overleaf)

Information is available in large print, audio tape and braille formats.  
Type talk service prefix number - 18001.

For advice on your reporting requirements to HMRC as an employer please see [www.gov.uk/running-payroll](http://www.gov.uk/running-payroll)

You need to tell us straight away if your business closes or stops employing people. For what to do see [www.gov.uk/stop-employing-staff](http://www.gov.uk/stop-employing-staff)

We want to help you put right any issues to do with the amount shown above. If you need our help to work out what your payment should be, please phone us on 0300 200 3817 as soon as you receive this letter. If you have your full year-to-date details available when you call it will help us to help you.

If you have an agent or representative, you may wish to show them this letter.

Yours faithfully

Officer of Revenue and Customs

The statement may show one or more of the following are due:

- underpayments – this is where you have not paid enough based on your RTI submissions for PAYE
- specified charges - these are amounts we have estimated to be due when we have not received the necessary RTI PAYE submissions; we base these on your previous filing and payment history - we do this under Regulation 75A Income Tax (Pay As You Earn) Regulations 2003
- outstanding Construction Industry Scheme (CIS) payments or outstanding advance
- Amounts. For advice about the Construction Industry Scheme (CIS) please see [www.gov.uk/what-you-must-do-as-a-cis-contractor](http://www.gov.uk/what-you-must-do-as-a-cis-contractor)
- Class 1A National Insurance contributions
- Earlier Year Update (EYU) – this is where we have been told about changes to PAYE amounts paid in previous tax years
- interest – this is where you have paid late a PAYE or CIS charge that was due for payment on 19 April 2014 or later

We may charge interest on late payment. The outstanding amount due may include interest which has accrued to date. When you pay in full our PAYE online service will show any further interest you may owe. Go to [www.gov.uk/running-payroll/paying-hmrc](http://www.gov.uk/running-payroll/paying-hmrc)

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## Statement of liabilities

H. BRAGMAN LTD DIRECTORS  
PENSION SC

2 August 2016

Reference 846 P H 00158600

Period ended	Description	Unpaid amount
05-07-2016	PAYE Underpayment Mth 3	
	Tax	3672.80
	Interest To 02-08-2016	4.21

Total unpaid amount £ 3677.01

Interest accruing, per day, until payment £ 0.30

▼ If you need to use the payslip, please detach here ▼

IDMS99P



*Trans  
cash*

**Payslip**



**bank giro credit**



**ABC**

Amount due  
(no fee payable at PO counter)

£ 3677.01

CHEQUE ACCEPTABLE

For official use

Reference

846PH001586001703

Credit account number

225 0357

H. BRAGMAN LTD DIRECTORS  
PENSION SC

Signature

Date

25-03-57

Barclays Bank Plc  
Automated Bulk Credit Clearing  
HM Revenue and Customs  
Account number 63464695  
11-47

CASH

CHEQUE

£

For official use

IDMS99P

HMRC 07/15

Please do not fold this payslip or write or mark below this line

846PH0015860017030 &7242250357 003677010 74 X

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## Paying HMRC

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### Secure and efficient ways to pay

Make sure you pay us by the deadline.

#### Direct Debit

To set up a Direct Debit payment, go to [www.gov.uk/pay-tax-direct-debit](http://www.gov.uk/pay-tax-direct-debit) and follow the instructions.

#### Bank details for online or telephone banking, CHAPS, Bacs

You can make a transfer from your bank account by Faster Payments, CHAPS or Bacs. Use sort code 08-32-10, account number 12001020 and account name 'HMRC Shipley'.

Your payment reference is 846PH001586001703.

#### By debit or credit card online

Go to [www.gov.uk/pay-tax-debit-credit-card](http://www.gov.uk/pay-tax-debit-credit-card) and follow the instructions.

#### At your bank or building society

Take your payslip to your branch and pay by cash or cheque.

Make cheques payable to 'HM Revenue and Customs only' followed by your payment reference 846PH001586001703.

#### At the Post Office

Take your payslip to any participating Post Office and pay by debit card, cash or cheque made payable to 'Post Office Ltd'.

### Other ways to pay

#### By cheque through the post

Make your cheque payable to 'HM Revenue and Customs only' followed by your payment reference 846PH001586001703.

Send your payslip and cheque to:

HM Revenue and Customs

Direct

BX5 5BD

Don't fold either the payslip or the cheque or fasten them together.

### Payment questions?

For further payment information, go to [www.gov.uk/dealing-with-hmrc/paying-hmrc](http://www.gov.uk/dealing-with-hmrc/paying-hmrc)